## Section 13.1  PARAMS MENU
### Financial Data Overview and Selection

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| Purpose | This section provides the procedures for a user to add, update, delete or inquire on financial data information.  The financial data windows provide the functionality to access data in the Financial Administration and Control System (FACS) that is required for validation and reference purposes.  The primary type of information accessed is information for coding block validation.  A user may only inquire or update information based on their security. |
| Window Name | Agency Activity                    Labor Additive Projects<br>CB Elements by Dept/Agy/TKU           Multipurpose Code<br>Coding Block Crosswalk              Project/PCA Combination<br>Equipment/Equipment Rate            R★Stars Coding Block Inquiry<br>Equipment by Dept/Agy/TKU           TKU Crosswalk<br>Equipment Group<br>Equipment Group Agency Object Codes<br><br>The Commodity Codes window is **Obsolete** and will be removed in the future. |
| Reminders | 1.  The Financial Data windows are accessed through the <u>P</u>arams, <u>F</u>inancial Data items on the menu bar.<br><br>2.  The following windows are available to add, update, delete or inquire on financial data:<br><br>■  ***Agency Activity window*** - Used to store information about any type of activity the agency defines.  The activity codes may be defined at the State, department, agency or TKU level.<br><br>*Continued* |

## Financial Data

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| Reminders *(Continued)* | ■ ***CB Elements by Dept/Agy TKU window*** - Used to define valid coding block elements at the Dept/Agy/TKU levels. The coding blocks set up will be the only coding blocks that are displayed in the dropdown list used for entering data collection. These lists will help in reducing errors during data capture and will significantly reduce response time. |

■ ***Coding Block Crosswalk window*** - Used to define an alternate coding block by group (i.e., Longevity and Insurance, Retirement etc.) or by pay type (i.e., Classified, Per Diem, etc.). For example, if an overtime pay type for a particular index code needs to be charged to a different coding block, a coding block crosswalk needs to be set up to accomplish this task. The coding block crosswalk is required only for those coding blocks that are restrictive of certain types of labor costs.

■ ***Equipment/Equipment Rates window*** - Used to define valid equipment numbers to which usage can be charged. It also stores cost and other information about each piece of equipment.

■ ***Equipment by Dept/Agy/TKU window*** - Used to define equipment being used at the Dept/Agy/TKU level.

■ ***Equipment Group window*** - Used to define equipment codes and names. Equipment may then be classified into one of these groups.

■ ***Equipment Group Agency Object Codes*** – Used to add, update or delete equipment object codes and coding block data.

■ ***Labor Additive Projects*** - Used to define projects where a percentage of the cost is billed to the Federal government and processed through the Financial Administration and Control System (FACS).

■ ***Multipurpose Code window*** - Used to store information and validate coding blocks entered by agency personnel.

■ ***Project/PCA Combination window*** - Used to store the lists of Project Cost Accounts (PCA) that each project may be associated with. This table is used to validate coding blocks entered. These lists will help in reducing errors during data capture.

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## Financial Data

| Reminders *(Continued)* | ■ ***TKU Crosswalk window*** - Used to ensure that costs associated with certain pay types are charged against specific coding blocks.  For example, if overtime pay type within a particular Agy/TKU needs to be charged to a specific overhead coding block, an Agy/TKU crosswalk can be used to accomplish this task.  In this case, if an employee within this Agy/TKU reports overtime against any other coding block, it will be charged to this crosswalk coding block.  **4.**   The following window is for inquiry only:  ■ **R★STARS Coding Block Inquiry window** - Used to view the Relational Standard Accounting and Reporting System (R★STARS) Coding Block information.  The profile is downloaded from FACS (control key, title and all inferred elements). |
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| References | *No Specific References* |

## Main Menu

To display the Financial Data menu, select the Params, Financial Data menu items from the Menu bar.

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| File | Edit | Options | Functions | Params | Reports | Window | Help | |

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|---|---|
| **Financial Data** ▶ | A - Agency Activity |
| Personnel Data ▶ | B - CB Elements by Dept/Agy/TKU |
| System Tables ▶ | D - Coding Block Crosswalk ▶ |
| | E - Commodity Codes |
| | F - Equipment/Equipment Rate |
| | G - Equipment by Dept/Agy/TKU |
| | I - Equipment Group |
| | J - Equip Group Agency Object Codes |
| | L - Labor Additive Projects |
| | M - Multipurpose Code |
| | P - Project/PCA Combination |
| | Q - RSTARS Coding Block Inquiry |
| | R - TKU Crosswalk |

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